

Renew Now!

Architects' registrations in West Virginia expire on June 30, 2024. To renew your registration, login using the "Registrant Login" on the Board's website www.brdarch.wv.gov or go directly to Certemy platform login at <https://wvba.certemy.com/>.

At the login:

- Enter the email address associated with your Board of Architects' record and your password.
- If you forgot your password or need to reset it, see <https://wvba.certemy.com/entry/forgotpw>

To renew:

- Make sure you are in the Credentials tab, in a renewal application, and then complete four steps to renew on the right-hand side of the screen.
 - 1. Application**
 - 2. Questionnaire**
Disclose disciplinary matters and upload related documents **since the last renewal**.
 - 3. Record of Continuing Education**
Upload a copy of your AIA transcript or **one PDF** of all of your certificates with the HSW designation from Calendar Year 2023. Documentation of a minimum of 12 HSW hours during the prior calendar year is a requirement for renewal. When completing the fields for the CE upload, list "various" for the provider and the session title and list the last date you attended CE for 2023 in the date field. Do not enter each CE session separately.
 - 4. Renewal Fee**
Payable by credit card (via the WV State Treasurer's site) or fill out the 3rd Party Payment section if sending a check.
- All four steps must be completed to renew. Once complete, your application goes to the Board's verification screen. You are alerted with an email from the online system once your renewal is approved. You will also be able to access a digital copy of your license upon completion in your "digital wallet." If you are ever in doubt of when your registration expires or if you have renewed, check the expiration date on your most recent certificate in your digital wallet by clicking on the three dots at the end of the line in the certificate tab or check in "License Lookup" on the board's website.

Notes:

- Renewal is \$75.00 until July 1, when the fee goes to \$150.00 for a late renewal. Late renewal is available until Dec. 31, 2024.
- Even if you recently registered in West Virginia, all registrations are annual and expire on June 30th, so you will need to renew. New registrants are exempt from the continuing education requirement and audit if this is their first renewal since registration. They may request the CE exemption by contacting Emily.B.Papadopoulos@wv.gov or if they have completed 12 HSW hours of continuing education during 2023, they may upload evidence.
- Paper applications are still available on the Board's website under forms, and fees are payable by check to the WV Board of Architects.

Questions: Contact Emily at Emily.B.Papadopoulos@wv.gov or 304-558-1406.